

MRPBS Web Redesign Checklist Instructions

The purpose of this checklist is to aid this team with the information gathering stage of this project which will eventually feed the APHIS portal (metadata). It will also create accountability for existing web pages by divisions and verify web page accuracy.

Please complete the checklist for each and every document that you are responsible for and send to Dixie Simon via US mail at:

USDA, APHIS, MRPBS, IT
100 North Sixth Street, Butler Sq., 6th Floor
Minneapolis, MN 55043

or fax to: 612-370-2336

Instructions: Open Netscape, go to http://www.aphis.usda.gov/mrpbs/webplan/migration_info.html, this will open the **Migration Information** Main page (there is also a link on the **News & Information** page, under Mr. Hudnall's Welcome). Click on the link(s) under "**Migrations Old to New Format**" to access the information that you are responsible for.

Step One: Orphaned files - orphaned files are files that are on the server, but no pages link to them leaving them orphaned and unused. The files that are marked "Orphaned" on the left-hand side of the migration information Sub pages should be looked at to make sure we don't lose any relevant information. If an orphaned file needs to be migrated, please complete the checklist "Orphaned Files Only" for each document you want added to the new site. **NOTE:** All orphaned files that are not requested to be migrated will be archived locally and deleted from the web server, you do not need to complete any forms for these files if they are not being migrated.

Step Two: Check validity of migrated pages - on the left-hand side of each migration information page you will find a list of the old directory/files that are currently on the web server, on the right are the new pages that have been created for your division on the new MRPBS web site. Check the files back and forth, to make sure all relevant information has been migrated to the new site. **Note:** We will concentrate on the location/category changes of the migrated files on the new site at a later date. This is only to verify that all files that were currently available on the old site(s) have been fully migrated to the new site.

Step Three: Checklist "Migrated Files" - Each and every document in the right-hand column of the migration information page(s) must be approved and have information supplied through this checklist. To save time, you may want to print out each page as you verify the information, for use in Step 4.) Some directories may be combined if all pages are interrelated. For instance, using the Safety and Health manual as an example, you can provide the information once for the main page, indicate all that all Safety and Health manual pages are the same and I will incorporate all the information submitted for the manual on to each document in that directory. But if the information is different within the directories I will need the information for each subdirectory or page. For instance, the Human Resources Desk Guide, each subchapter should be identified and information supplied for each main page of each subchapter since the information in each subchapter is uniquely different. Use Step 4 for updating page info or requesting changes/problems with migrated pages.

Step Four: Updating Pages- If you encounter a page that has information that is not up-to-date, print the page, make the changes to the page in pen and ink and attach the page to the corresponding checklist page.

Please call me if you have any questions or if these instructions do not make sense, 612-336-3381

MRPBS Web Redesign Checklist - Migrated files

Your name: _____ Phone Number: _____

Division: _____

Document File Name: _____

(i.e., <http://www.aphis.usda.gov/mrpbs/filename.html>)

(Note: First make sure you are using the Migration Information page to access the documents you are reporting on (see instruction page for URL). Click on the link within the Migration Information page (under column "New MRPBS Files") to open documents, highlight the URL in the browser location bar, press Ctrl + C to copy filename, open this checklist, place cursor in the block "Document File Name" above and press Ctrl + V to paste. This will assure that you have the exact URL. Also note that ALL pages in the right-hand column must be reviewed/approved, you must complete this page for each file or directory (associated pages) within your responsibility area.

Checklist for Page content/information:

___ Is the page/directory listed above Valid?

☐

Keep Page(s)

☐

Remove Page(s) from new site

If this page is to be removed, stop here and print this checklist, otherwise, continue with the items below relating to page content.

___ Has Organizational terms been updated?

___ Are referenced Contact name/telephone numbers up-to-date?

___ Are all external links on the page correct and working or are there links listed in the text that are not clickable or do not go to a valid page? (click on all links and make sure the browser opens the correct page, any links that are listed but are not clickable should also be checked to make sure the referenced link is still valid)

___ Are all internal links going to the new MRPBS pages? (no links should go to our old MRP sites)

___ Are all images displaying correctly?

___ Are all internal email links going to name@aphis.usda.gov

(Note: to check email address put mouse over link and look at the bottom of the screen for link info)

___ Are referenced mailing addresses correct?

___ Is page content up-to-date?

If you answered NO to any of the above questions, print the web page, make the corrections to the page in pen and ink and submit along with this checklist, don't forget to provide the information below on each page or directory (associated files).

Metadata Elements (all fields below are mandatory for portal integration):

Page Title (if different from title that displays at the top of the Netscape window):

Page Description (provide a narrative description if different from the page title):

Keywords Associated with page (single keywords to describe information on the page):

To what audience(s) does this content apply (public, APHIS employees, HRD/ASD division only, etc) check all that apply:

☐

All

☐

Public

☐

APHIS Employees

☐

AMS

☐

GIPSA

☐

ASD

☐

FMD

☐

HRD

☐

ESD

☐

EPRD

☐

RMSES

☐

IES

All pages must be reviewed in a timely manner to make sure content is up to date at all times. Documents must either be reviewed or deleted from the web server on an on-going basis. (This is mandatory, you must choose one review schedule listed below)

Review every: ☐ 1 months

☐ 3 months

☐ 6 months

_____ Other (must be less than 6 months)

MRPBS Web Redesign Checklist - Orphaned Files Only

Your name: _____ Phone Number: _____

Division: _____

Document File Name: _____
(i.e., <http://www.aphis.usda.gov/mb/mrphr/index.html>)

(Note: First make sure you are using the Migration Information page to access the documents you are reporting on (see instruction page for URL). Click on the link within the migration information page (under column "Old Files") to open documents listed as orphaned files. If you want to have an orphaned file migrated to the new site, open the document from the Migration Information Sub page, highlight the URL in the browser location bar, press Ctrl + C to copy filename, open this checklist, place cursor in the block "Document File Name" above and press Ctrl + V to paste. This will assure that you have the exact URL. Please do NOT complete this form unless you have an orphaned file that you want migrated to the new MRPBS web site. All orphaned files will be archived locally and then deleted from the web server if they are not requested to be moved using this form.

Migration of orphaned files:

Migrate to new site under: _____
(i.e., Human Resources, Classification, Frequently Asked Questions)

Title of the document in the category listing: _____
(i.e., "How do I request a desk audit")

Checklist for Page content/information:

- ___ Has the Organizational terms been updated?
- ___ Are referenced Contact name/telephone numbers up-to-date?
- ___ Are all external links on the page correct and working or are there links listed in the text that are not clickable or do not go to a valid page? (click on all links and make sure the browser opens the correct page, any links that are listed but are not clickable should also be checked to make sure the referenced link is still valid)
- ___ Are all internal links going to the new MRPBS pages? (no links should go to our old MRP sites)
- ___ Are all images displaying correctly?
- ___ Are all internal email links going to name@aphis.usda.gov
(Note: to check email address put mouse over link and look at the bottom of the screen for link info)
- ___ Are referenced mailing addresses correct?
- ___ Is page content up-to-date?

If you answered NO to any of the above questions, print the web page, make the corrections to the page in pen and ink and submit along with this checklist, don't forget to provide the information below on each page you want to have migrated.

Metadata Elements (all fields below are mandatory for portal integration):

Page Title (if different from title that displays at the top of the Netscape window):

Page Description (provide a narrative description if different from the page title):

Keywords Associated with page (single keywords to describe information on the page):

To what audience(s) does this content apply (public, APHIS employees, HRD/ASD division only, etc) check all that apply:

- | | | | | | | |
|------------------------------|---------------------------------|--|------------------------------|--------------------------------|--------------------------------|------------------------------|
| <input type="checkbox"/> All | <input type="checkbox"/> Public | <input type="checkbox"/> APHIS Employees | <input type="checkbox"/> AMS | <input type="checkbox"/> GIPSA | | |
| <input type="checkbox"/> ASD | <input type="checkbox"/> FMD | <input type="checkbox"/> HRD | <input type="checkbox"/> ESD | <input type="checkbox"/> EPRD | <input type="checkbox"/> RMSES | <input type="checkbox"/> IES |

All pages must be reviewed in a timely manner to make sure content is up to date at all times. Documents must either be reviewed or deleted from the web server on an on-going basis. (This is mandatory, you must choose one review schedule listed below)

Review every: ☐ 1 months ☐ 3 months ☐ 6 months _____ Other (must be less than 6 months)